Setting Up an Account in Connectivity Director for Medicaid Billing Through WITS

Register an Account

- Getting here: Go to https://www.unitedhealthcarecd.com. Click on Request an Account.
- 2. Click on

Yes, we generate X12 and/or HL7 files.

- Complete all fields on the Sign In Information and Account Security fields.
- 4. Choose an Account Type of Provider.
- 5. Enter the agency tax identification number in <u>Tax ID</u>. Enter the National Provider ID in the <u>NPI</u>. Enter the agency tax identification number in the <u>edilD</u>.
- 6. Choose HTTPS Batch on Connectivity Type.
- 7. Click Next.

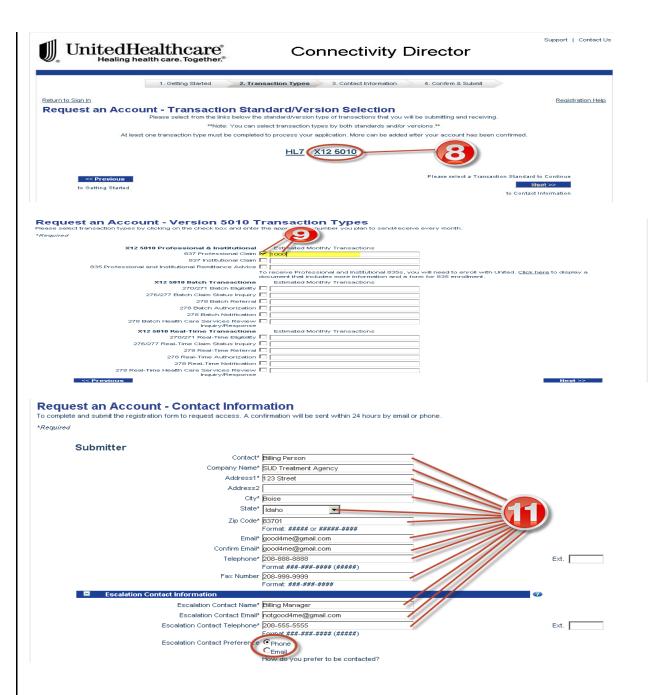


edilD* 821234567
The edilD is a required field. V
use your tax ID for this value,
Connectivity Information
Connectivity Type*
HTIPS Real-Time
FTP + POP Batch
FTP over SSL Batch

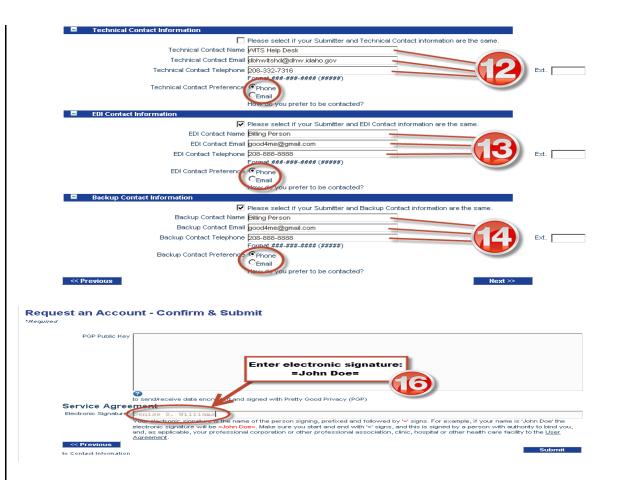
FTP over SSL Batch

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- 8. Click on X12 5010.
- Click on the small box to the right of <u>837</u>
 <u>Professional Claim</u>. Enter <u>1000</u> in the field to the right of the small box. Click <u>Next</u>.
- **10.** When returned to the page in Step 8, click **Next**.
- 11. Complete fields on the <u>Submitter</u>
 <u>Information</u> and <u>Escalation Contact</u>
 <u>Information</u>.



- 12. Add WITS Help Desk to the <u>Technical</u>
 Contact Name. Add
 dbhwitshd@dhw.idaho.gov to the
 Technical Contact Email. Add 208-3327316 to the <u>Technical Contact Telephone</u>.
 Choose Email as the <u>Technical Contact</u>
 Preferences.
- 13. The <u>EDI Contact Information</u> defaults to the billing contact. If you want to change the default contact, uncheck the box stating "<u>Please select if your Submitter and EDI Contact information are the same</u>" and complete all fields with the desired contact.
- 14. The <u>Backup Contact Information</u> defaults to the billing contact. If you want to change the default contact, uncheck the box stating "<u>Please select if your Submitter and EDI Contact information are the same</u>" and complete all fields with the desired contact.
- 15. Click Next.
- **16.** Add an <u>Electronic Signature</u> by adding "=Name of Person=". Click <u>Submit</u>.



- **17.** Click <u>OK</u>. You will receive a confirmation by email or phone call within 24 hours.
- 18. Contact the WITS Help Desk for an 837 test file to submit to Connectivity Director, OR create actual Encounters in WITS. If using the test file, do a find and replace to change all Tax ID and NPI numbers on the 837 test file to reflect your agency Tax ID and NPI numbers. If creating actual Encounters in WITS, follow instructions for billing Medicaid in WITS. Save the file on your machine where you can locate it.
- 19. Login to Connectivity Director.



Connectivity Director





Upload an 837 Test File to Connectivity Director

- 1. Upload the 837 test file to Connectivity Director by clicking on Browse under Submit a File on the Home page, locating the file saved in step 18 above, and clicking Submit.
- 2. Verify that the 837 test file was accepted by Connectivity Director by clicking on the Submissions tab. There will be a message stating the 837 file was accepted or rejected.
- **3.** Go to Transaction Types and X12 5010. Change the Status from Test to Production.

NOTE: Please contact the WITS Help Desk if the 837 test file is rejected



